

New American/Foreign Born/Immigrant (NFI) Advisory Board Charter ***Effective December 15, 2022***

Mission

North Dakota Health and Human Services (NDHHS) NFI Advisory Board's mission is to create a safe, transparent and consistent platform for the NFI population to make a difference in the health of North Dakotans.

The Board will serve to elevate the suggestions, needs and ideas and provide ongoing recommendations to the NDHHS and other state and local agencies from the communities represented and inform the development and improvement of programming for the NFI community.

The Board will promote and educate their communities on important initiatives and issues that will improve the health of North Dakota's NFI population and assist the NDHHS in forming community partnerships.

Benefits for members

The Board members have the following benefits of representing their community at the Board:

- Increasing knowledge of state government, as well as public health policies and concepts.
- Representing issues affecting local communities.
- Receiving a professionally written recommendation upon two-year completion of service.
- Developing leadership skills and advocacy experience.
- Producing work that has a positive impact on communities.

Board composition and member selection

- The Board consists of up to 30 members.
- Members must either live in North Dakota or work for/with an organization primarily serving North Dakotans. All members must demonstrate active participation in one or more NFI communities in North Dakota and understand the issues affecting those communities.

The Board represents diverse individuals from the NFI community. The Board includes members from various areas in North Dakota and represents different genders, ethnicities, sexual orientations, abilities, professional backgrounds, places of origin, socioeconomic statuses and ages.

- All members will commit to a two-year term of service. After two years of service, members can re-apply to be considered for additional terms, NDHHS will select members through an application process.
- The Board will be led by a chair who is a member of the Board.
- The Board chair is appointed by a majority of the vote from the board members for a two year-term.
- The NDHHS co-chair will assist with leading the Board.

Duties and requirements of board members

The Board members will:

- Commit to attending and being active participants in all meetings in the calendar year, with a maximum of two excused absences.
 - Excused absences are defined as a notice to the NDHHS co-chairperson.
- Seek out and listen to a wide range of opinions and experiences within the communities they represent to ensure a balanced representation of their community's suggestions, needs and ideas.
- Update the NDHHS on activities and opportunities to engage with the NFI community and serve as a liaison to these events.
- Practice active listening of other board members to increase unification and collaboration of NFI communities across the state.
- Volunteer for at least one task force per service year for the entirety of task force existence.
 - Volunteering includes:
 - Attending all meetings and providing a 24-hour notice if attendance is not possible.
 - Completing tasks assigned during task force meetings.
 - Working on targeted project work with task force responsible for reporting back to the general Board
 - Attending additional meetings outside of regularly scheduled board meetings (frequency will be determined by task force chair and NDHHS co-chair).

Duties and Requirements of Chair

The Chair is/will:

- A member of the NFI Advisory Board.
- Identified and appointed for a two-year term by majority vote from the Board.
- Facilitate effective board meetings, including receiving feedback from all members.
- Meet monthly with the NDHHS co-chair.
- Communicate with the Board in collaboration with the NDHHS.
- Commit to attending all meetings of the Board as the same attendance policies apply to the chair.

Duties and Requirements of NDHHS Co-chair:

The NDHHS co-chair will:

- Develop and distribute the agenda, with the input of the chair.
- Ensure meeting minutes are made available to board members.
- Schedule meetings and provide reminder emails to board members.
- Ensure board member recruitment based on current membership, attendance, and board parameters.
- Maintain an active list of board members.
- Communicate with board members regarding upcoming meetings, attendance policy adherence and invitations to join or terminations of membership. This could occur with the collaboration of the chair.

Voting

- Decisions for the Board are made by a majority vote.
- For a vote to occur, at least 2/3 of the membership must be present to reach quorum.
- If a vote is going to be done at a meeting, all board members will be notified at least two weeks prior to the meeting.
- In case of exceptional situations when the quorum cannot be met due to low attendance, voting could be done through email communication.